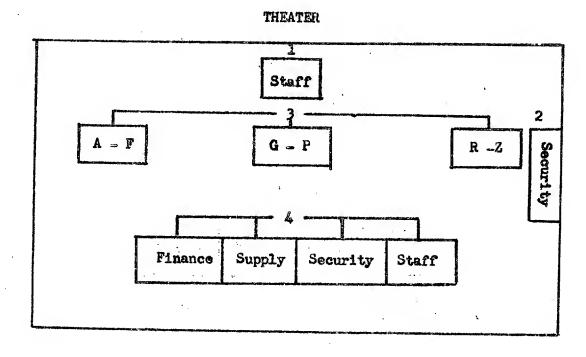
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#### Station:

### 1. Staff Reception:

- a. Explain Reception Center procedure
- b. Check off students on roster
- c. Remind students to be present at \_\_\_\_at the Initial Administration Briefing (See para. 4)

### 2. Security Office Reception:

- a. Issuance of badges
- b. Registration of personal vehicles
- c.

### 3. Course Registration:

a. Give out and explain map assignment sheet (Adm-1-B)

25X1C

NOTE: Staff member should explain use as stated in (Adm-1-C), attached

b. Give out keys and name plates

NOTE: These are furnished staff by 5-A

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c. Pick up personal documents and put in students 5-A folder

NOTE: Identifying documents etc. in personal vehicles is permitted if it is locked in trunk or glove compartment.

d. Briefly explain function of 5-A

NOTE: This is covered in greater detail at the Course Administration and Security briefing.

e. Give out and instruct students on requisition form.

25X1C

NOTE: These will be turned in to Supply representative between \_\_\_\_ and \_\_\_\_. Supply man will explain issue system, accountability etc.

f. Answer questions and instruct students to be back at \_\_\_\_ for the Initial Administrative Briefing. (See para. 4)

### 4. Initial Administrative Briefing:

- a. Finance Representative 5 Minutes
- b. Supply Representative 5 Minutes
- c. Office of Security Representative 20 Minutes

NOTE: Staff member should introduce each representative

d. Staff Representative: 10 Minutes